INSTRUCTIONS FOR FILLING OUT THE ONLINE ROTARY FORM

Send the completed form or saved PDF to:

- E-mail: dsahelpline@sco.idaho.gov

- Fax: 334-3415

- Division of Statewide Accounting (DSA) – Operations Bureau
  4th Floor, Joe R. Williams Building
  P.O. Box 83720
  Boise, ID 83720-0011

The online PDF contains built-in formulas to help make this process easier and more efficient.

1. Enter the agency **Rotary Fund Number**.

2. Enter the statement date for the month you are reconciling in mm/dd/yy format. (Example – December 6, 2000 would be entered as 12/06/00.)

3. Enter the ending balance in the fund in the **Balance in Fund Last Report** field.

4. **Credits to Fund** received during the month should be listed individually with a brief description as to how funds were acquired.

5. A formula will total all of the credits received during the month in the **Credits to Fund Total** field. This will update as you tab through the field.

6. The sum of the **Balance in Fund Last Report** and **Credits to Fund Total** will update automatically as you tab through the field **Credits to Fund Plus Beginning Balance**.

7. **Detail of Sight Drafts Drawn Since Last Report** are summed and subtracted from the **Balance in Fund** listed above. A second page is provided for additional sight draft entries. Each page has a built-in formula to total the drafts listed on that page. Enter sight draft amounts as a negative number.

   The formula will add the total/subtotal from page one and two, inserting the combined total in the **Less Sight Drafts Drawn Since Last Report** field.

The **Detail of Sight Drafts Drawn Since Last Report** should be completed as follows:

- **No**. – designates the document number assigned to the sight draft.

- **Date** – the date the sight draft was issued. This field is formatted in mm/dd/yy format. (Example – December 6, 2000 would be entered as 12/06/00.)

- **Amount** – amount of sight draft

- **Payee** - name of individual or institution sight draft was issued to.

- **Purpose of the Sight Draft** – brief description of why sight draft was issued.

8. **Ending Balance** is formula driven and tallies the **Credits to Fund Plus Beginning Balance** with the **Less Sight Drafts Drawn Since Last Report**.

9. **Disbursing Officer** – Signature of Agency Officer responsible for the Rotary Fund Disbursements

10. **Department, Board or Institution** – Name of organization governing the Rotary Fund being reconciled

11. On the top of page three, enter the total amount authorized for your Rotary Fund.

12. **Balance of Fund – State Treasury** will auto-fill with the **Ending Balance in Fund** from page 1 as you tab through the field.

13. The reconciliation of **Cash on Hand** is a two-part process.

    a. Enter the amount of cash **in Possession of the Disbursing Officer.**

    b. Enter the amount of cash in **Petty Cash.**

14. The sum of these two fields will update in the **Total Cash on Hand** field as you tab through the field.

15. **Claims Not Filed** are claims issued but not cleared by the Treasurer's office. These should be listed as follows:

- **Date** – Again this is in mm/dd/yy format. (Example – December 6, 2000 would be entered as 12/06/00.)

- **Sight Draft Number** – document number of outstanding sight draft

- Payee – name of individual or institution sight draft was issued to

- **Amount** – Dollar amount of outstanding sight draft

16. **Total Claims Not Filed** is a sum of all items listed in section 15 – **Claims Not Filed.** This is formula driven and will update as you tab through the field.

17. The total calculated for **Claims Not Filed** is auto-filled for a **Total Claims Not Filed** as you tab through the field.

18. The ending **TOTAL** field is a sum of **Total Cash on Hand** and **Claims Not Filed**. **TOTAL** will auto-fill as you tab through the field.